

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 9, 2023**

- Indicates action taken

CALL TO ORDER

Sharon Ponder called the meeting to order at 5:30 PM.

In attendance: Board Chair Sharon Ponder, Treasurer Chet Ivey, Secretary Anne Franklin, and Leslie Wantland.

Also in attendance: Library Director Kathryn Pillatzki, Business Manager Angela Millen, Network Administrator Amanda Cox, and Administrative Assistant Aimee Leavitt.

APPROVAL OF AGENDA

- Motion by Anne Franklin to accept the agenda, seconded by Chet Ivey; motion approved.

APPROVAL OF MINUTES

- Motion by Chet Ivey to accept the minutes of the December 5, 2022 regular meeting, seconded by Leslie Wantland; motion approved.

DIRECTOR'S REPORT

Library Director Kathy Pillatzki presented an overview of library and staff activities for December, 2022. The Director attended required training provided by Georgia Public Library Service Dec. 6-9. Staff at all locations participated in holiday outreach and community events throughout the month. All locations were closed December 23-26 in observance of the Christmas holiday.

The Director shared that District IV Commissioner Vivian Thomas has reappointed Chester Ivey to the Library Board. Commissioners Wilson and Clemmons have not made an appointment for their vacant seats. Commissioner Lewis has stated that he will be ready to make an appointment at the next BOC meeting.

The Library System has been offered a \$3,000 donation from the new BJ's Wholesale Club that will be opening in McDonough. These funds will be used for programming and outreach activities. The HCLS Marketing team is applying for a marketing grant of \$2,000 from GPLS to promote library services.

The Branch Manager of Cochran library in Stockbridge is pursuing becoming a passport acceptance location. All eligible staff have completed training to provide this service.

Once the complete application packet is submitted the Director will provide a further update.

- Motion by Leslie Wantland to accept the Director's report, seconded by Chet Ivey; motion approved.

TREASURER'S FINANCIAL REPORTS

The auditors have not contacted us to set up a date for our audit. The HCLS financial team will have a full report after their visit.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Discussion of plans to fill the Vice-Chair vacancy created by the retirement of Mary Scroggs.

The Director shared that per a review of the Library Board Constitution and Bylaws, the Board could either elect a Vice-Chair immediately or wait until the regular elections. The Board deferred electing a Vice-Chair until the regular officer elections in April.

Comparison of the architectural bids for the renovation of the McDonough library.

The Director presented a side-by-side comparison of proposals from three architectural firms for the renovation of the McDonough Library. The three firms are very close on objectively measurable points. The Board discussed how to move forward with selecting a firm. Each Trustee has a print copy of the proposals and will submit follow-up questions in writing to the Director, who will forward them to the representatives of each firm. The Director will compile the answers and present them at the February meeting.

CONFIRMATION OF THE NEXT MEETING DATE

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, February 6, 2023 5:30 PM in the administration meeting room of the McDonough library.

ADJOURNMENT

- Motion by Anne Franklin to adjourn the January 9, 2023 meeting, seconded by Chet Ivey; motion approved.